Performance & Development Solutions (PDS) Applied Management Series (AMS)

(PLEASE PRINT)

Name:				SS #:		
	Last	First				
Department:			Clas	sification:		
Work Location:			War	k Phone:		
E-Mail Address:						
Participants have the enrollment confirmation	DS Applied Management Series (A nree years from the enrollment con tion date can be counted toward of cate will be counted. Please provide	firmation date to empletion of the	complete the p	rogram. Core co eption: Core cours	urses taken six m ses previously tak	nonths prior to the
		Record Of (Completion			
Core Courses:	D	F. 6				Dates Taken
Choose One:	Regular Core Course Achieving Communication Effectiveness (GI 077)		Enhanced Core Course Communication Enhancement (GI 198)			
Choose One:	Customer Service (QM 002)	Developing a	Developing a Customer Focused Organization (SC 254)			
Choose One:	Human Relations (SC 230)		Conflict Resolution (GI 165) and Dimensions of Leadership (GI 230)			
Business and Or	rganizational Ethics (SC 240)		1.	,		
AMS Courses:			Course #	Date Taken	1	
Americans with I	Disabilities Act		NC 123		1	
Discipline, Griev	ances, and Contracts		NC 901]	
	ent Opportunity / Affirmative Action	on	NC 202]	
Family and Medical Leave Act			NC 122			
Successful Search for Talent (formerly From Interview to Hire)			NC 301		_	
Investigating Employee Misconduct			NC 118		-	
Performance Evaluation Preventing Sexual Harassment for Supervisors			NC 401 NC 119		_	
	Achievement Certificate completion	date:/		l	J	
The following signal	tures indicate awareness of this app	lication and supp	oort for completion	n of this certificate	program within th	ree (3) years.
Employee Signature Da		ate	Department Director Signature			Date
Supervisor Signature Date		ate	Training Liaison Signature (State Employee Only)			Date
Please return the	completed form to:					
State Employees: Non-State Employ	Your agency's Training Lia rees: PDS Training, DAS-HRE,		-6450, Phone: (515) 281-5456		
For PDS Use Only: Confirmed: Certificate Sent:	Courses Vali	d Since:		Completio	on Date By:	